AGIC 2019 Conference Committee Meeting Notes
Thursday, August 15, 2019
10:00 am

In Attendance:
Kevin Blake
Robert Bush
Jami Dennis
Shawny Ekadis
Seth Franzman
Nicole Funicello
Jason Howard
Shea Lemar
Jenna Leveille
Lucas Murray
Aryn Musgrave
Jennifer Psillas
Aparna Thatte
Cheryl Thurman
Steve Whitney
Jeff Wilkerson
Troy Wiora

Committee coordination and meeting operation:
- Bag stuffing will be on Thursday, September 19th, from 9:30 a.m. to 11:00 a.m. at State Lands, room 215.

Action Items:
Steve – Compile list of roles/tasks that we are looking for folks to take on, and distribute to the committee.

Outreach Committee Report:
- We have heard back from Pima Community College, regarding student participation in the Maps & Apps Challenge.
- Additional notices will go out for Maps & Apps, and the Tony Gonzales scholarship.
- The committee will work to have additional notices put on Facebook regarding Maps & Apps, and the Tony Gonzales scholarships.

Action Items:
None.

Budget:

- Received a 2019 receipts summary report on 7/31, and have asked for another one today.
  - Need someone to reconcile the receipts against the registration database. -> Lucas

Action Items:
Steve – Send Lucas the budget reports from the meeting planners.

Venue coordination:
- Looking for volunteers to help pick the menu.
  - Waiting for the final banquet menus from the hotel.
  - Jenna, Shea, Jen, Kevin, Robert, and Aryn volunteered to help out.
- We should be receiving the Banquet Event Orders (BEO) from the hotel.
  - Anybody interested in helping to review them? -> Jami and Jenna volunteered.

Action items:
Steve – Get room listing from the hotel.

Steve – Provide the meeting planners with the conference specs.

Website:
- Hands-on workshop registration is open.
  - 4 workshops already have a waiting list.
- Volunteer of the year deadline is tomorrow –
  - We have not received any for the a-large award.
- Agenda –
  - Session titles are hyperlinked to the abstracts.

Action Items:
All – Let Jami know of nominations for the at-large volunteer of the year award.

Agenda & speaker coordination:
- Moved the Pima computer lab to the Chino/Prescott Room, from the Cooper Basin Room, due to Copper Basin being larger, to fit in more folks for presentations.
- Have we received any special A/V needs? -> No, and Jami will verify.
- Session moderators –
  - Some have volunteered, and are listed on the agenda.
- Create/print room signs
  - Will the hotel use the marquees this year?
  - Consider printed signs for each room?

- ▪ Maybe print out the entire week's schedule for each room?
- Develop content to address attendee recording of sessions?
  - o Put something in the presenter packet stating that if they do not want to be recorded, then they need to let the audience know. -> we do not have a presenter packet, so this would not be a top choice.
  - o Maybe something that the moderators could cover?
  - o Contact the presenters regarding whether or not they have an issue with this?
  - o Inform the attendees of our policy?
    - ▪ Model after the Esri policy.
  - o Put in the program and mobile app, and that should cover it.
- Tribal track –
  - o Esri will be conducting a special tribal track in room 219.

Action Items:

??? – Develop content to address attendee recording of sessions.

Jami/Jenna – Send request to moderate sessions to the "Board", and those who have registered.

Steve – Check with the hotel about using the marquee to list the sessions in each room.

Jami/Jenna – Coordinate room schedule signs.

Exhibitor/sponsor participation:
- Gold = 4
- Silver = 3
- Bronze = 11
- Other –
  - o Luncheon/Evening Social = 1
  - o Hospitality Room = Wed., Thu.
- Terra Systems will fill in where needed.
- Map exhibitor locations –
  - o A general layout has been provided to the expo company.
- Solicit for raffle donations.
- Solicit for hospitality room sponsor for Tuesday night. -> Shea

Action Items:

Steve – Contact Rob Davis re: sponsorship (scholarship?)

Shea – Solicit the current sponsors to see if they would like to sponsor the hospitality suite on Tuesday night.

Materials and mail-outs:
- Additional notices will go out as deadlines come up.

Action Items:
All - Post conference notices/reminders to your professional media content, e.g. LinkedIn.

Registration:
- Time to assign registration timeslots.
- 147 total registered to date.

Action Items:
Steve – Reach out to Teresa regarding registration preparation.

Maps & Apps Challenge:
- Create info cards to post alongside the posters.
    - Do we do this? -> Yes
- Coordinate voting with the mobile app. -> We are going back to paper ballots, correct? -> Yes
    - Attendee voting or judges?
        - This will be discussed
        - Have Ken Field and Tom Patterson be the judges?
    - Need for the bag stuffing?
- Historic map display -> they would like to find out how much room they will have.
- We have received the maps submissions from the Grand Canyon conference -> 4 maps, but we have not received confirmation that they would like to participate.

Action Items:
Steve – Get exact details on the poster boards.

Shawny/Cheyl – Logistics planning for the Maps & Apps lightning round during the Wed. evening social.

Awards:
- We have ordered aluminum water bottles for trivia prizes.
- Have we received any volunteer of the year nominations? -> a couple for the AGIC one, but none for the at-large one.

Action items:
All – Promote the two volunteer of the year awards every chance that you get.

Printing:
- Conference posters, e.g. registration signs, sponsor signs, etc. -> Jenna volunteered to help out with this.
- Mobile app flyer. -> Jenna/Cheryl will work one up.

Action items:
Steve – Coordinate with Jenna on the conference posters.

Jenna/Cheryl – Develop flyer for the mobile app.

Computer labs:
- No discussion.

Action items:
None.

Conference program:
- The logo has been finalized.
- The AGIC Chair welcome letter has been finalized.
- 4 half-page ads will be included (Gold sponsors).
- Keynote/lunch speaker abstracts & bios have been collected.
- The draft program layout has been completed.

Action items:
??? – What is the deadline for program advertisements? -> passed, but we have until 8/30

Jami – Send photos of the keynote/lunch speakers to Shawny

T-shirts:
- The t-shirt design has been finalized.

Action items:
None.

Attendee Packet:
- Maps & apps ballot will be developed.

- Mobile app flyer will be developed.
- Map of the host town? -> Kevin will check with the chamber of commerce.
- Tribal track flyer? -> No, as Esri will be responsible for this.
- September 16th is the deadline to receive materials.

Action Items:
Steve – Follow up with Kevin re: town map

Social Events:
- Friday kayaking flyer? -> not this year.
- Trivia –
  - 2 rounds planned.

Action Items:
None.

General:
- Conference posters. -> Jenna has volunteered to help out.
- TG scholarships –
  - 6 applicants so far.
  - Deadline is Sep. 6th

Action Items:
Jami/??? – Develop web content to address those situations in which a student applies for a scholarship, chooses to submit a map/app, does not get a scholarship, but they still need to submit their map/app.